

Procedures For Forming A New Garden Club

1. Contact Prospective Members

Set a convenient time and place and invite interested friends and neighbors for the purpose of organizing a garden club. Garden club members in the area should be invited to attend to speak on the benefits of a garden club, especially a federated club. These members should be acquainted with the state organization in order to answer questions.

2. First Meeting

On the meeting day, the one who invited the interested persons will either serve as the temporary chairman or appoint another. The temporary chairman will, in turn, ask someone to serve as temporary secretary to take minutes of the meeting. The garden club members in attendance should explain the objects of federated garden clubs, the responsibilities and benefits including the amount of dues paid to The Garden Club of Georgia, Inc. and the National Garden Clubs, Inc. At some point, after the discussion, the group will decide whether they wish to form a club and either by unanimous consent or by formal vote, the decision is made to organize and whether to become federated. The temporary chairman appoints a bylaws committee and the date for another meeting is set. The bylaws committee should be provided with a copy of the bylaws of The Garden Club of Georgia, Inc., so as not to be in conflict.

3. Second Meeting

After the call to order by the temporary chairman and the reading of the minutes by the temporary secretary, the bylaws are presented, debated and adopted. A recess is taken for those present to become members by signing a paper (charter members) and the payment of dues as outlined in the bylaws. The next business would be the nomination and election of officers as outlined in the bylaws. After the election, the President takes the chair and the Secretary records the minutes of the meeting from that point on. Such necessary business of the new club may be transacted which may include a notification to perhaps a District Officer of their desire to become federated.

Suggested Bylaws For A New Garden Club

Article I - Name

The name of the club shall be _____

Article II - Object

The object of this organization, as provided in its charter shall be to promote the study of horticulture and the love of gardening, to protect our environment, to encourage conservation and civic planning, to include engaging activities which are charitable and educational.

Article III - Membership

- Sec. 1.** The membership shall consist of active and associate members. Honorary members may be voted on by club members.
- Sec. 2.** Application for membership must be presented in writing to the Membership Development Chairman.

Article IV - Dues

Annual dues for all members shall be \$_____ payable not later than after the annual meeting.

Article V - Officers and Duties

- Sec. 1.** The officers of the club shall be a President, a First Vice President, a Second Vice President, a Recording Secretary, a Corresponding Secretary, and a Treasurer.
- Sec. 2**
- A.** The President shall preside at all meetings of the club and of the Executive Board and shall perform all other duties consequent upon the office. The President shall have power to appoint all chairmen of committees, and shall be ex-officio member of all committees, except the Nominating Committee.
- B.** In the absence of the President, the First Vice President shall perform all the duties of that office.
- C.** The Recording Secretary shall keep an accurate record of the proceedings of the club and the Executive Board meetings.

D. The Treasurer shall have charge of all monies belonging to the club. The Treasurer shall pay all bills and give all receipts for their payment. The Treasurer shall pay by check bills authorized by the President.

E. The Corresponding Secretary is appointed by the President. The Corresponding Secretary shall conduct the correspondence of the club. In the absence of the Recording Secretary, the Corresponding Secretary shall perform the duties of that office.

F. A Parliamentarian shall be appointed by the President and shall attend all meetings of the club and of the Executive Board as a consultant without the privilege of a vote.

- Sec. 3.** Each officer shall immediately upon the expiration of term of office deliver to her successor all books, records and properties pertaining to the office.

Article VI - Nominations and Elections

- Sec. 1.** There shall be a nominating committee consisting of a chairman appointed by the President and two other members and two alternates elected at the November meeting in the even years. The nominating committee shall present their suggested slate at the January meeting in the odd-numbered years.
- Sec. 2.** Nominations may be made from the floor with the consent of the nominee.
- Sec. 3.** Officers shall be elected at the January meeting in the odd-numbered years and shall serve for a term of two years or until their successors are elected and qualified.
- Sec. 4.** If a vacancy occurs in the office of President, the First Vice President shall succeed to that office. Vacancies in other offices shall be filled for the unexpired term by the Executive Committee.

Article VII - Meetings

Regular meetings shall be held on the ____ day of each month with exception of (some clubs take summer off) at ____ o'clock. The annual meeting shall be on the ____ day of March.

Sec. 1. The quorum for a regular meeting shall be ____.

For the Annual Meeting a two-thirds vote of those present shall be controlling.

Article VIII - Board of Directors

The Board of Directors shall consist of all the officers and chairmen of the standing committee.

Article IX - Standing Committees

Sec. 1. Chairmen of committees necessary for the execution of the club business shall be appointed by the President. Each committee chairman shall be responsible for the activities of the committee.

Sec. 2. The standing committees shall be as follows:
Awards, Chaplain, Civic Development (Beautification), Club Programs, Conservation, Garden Therapy, Horticulture, Hospitality, Legislation, Membership, Scrapbook, Ways and Means (Merchandising), Yearbook and Youth (more can be added as needed).

Article X - Parliamentary Authority

The 'Robert's Rules of Order Revised' shall be used as authority except where anything is inconsistent with these bylaws.

Article XI - Amendments

These bylaws may be amended at the meeting by a two-thirds vote of the active members present provided written notice is given to the membership at least thirty days prior to the meeting at which the amendment is to be voted on.

Standing Rules

After the club has been established, there will be a need to adopt standing rules which may be adopted by a majority vote at any meeting, amended by a majority vote with notice or 2/3 vote without notice and can be suspended for the duration of

any meeting. The time of your meeting should be a standing rule and not a bylaw. Standings rules are related to the details of the administration of a club rather than to parliamentary procedure.

NOTE: To be affiliated with The Garden Club of Georgia, Inc. the club president should contact the State Membership Development Chairman for information regarding the correct procedure.

For additional information
on the Garden Club of Georgia, Inc.
please visit our website at:

www.uga.edu/gardenclub



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